



Personnel  
1300 Sawgrass Corporate Parkway, #100 • Sunrise, FL 33323 • Phone: 954.838.4522

## SECRETARY I

- DATE:** February 24, 2005
- SALARY:** \$25,564 - \$35,240
- NATURE OF WORK:** This is entry level responsible secretarial and related clerical work in the Gas Department.
- HOURS:** Monday – Friday  
8:30 A.M. – 4:30 P.M. (hours may vary)
- WORKSITE LOCATION:** Gas Department  
4401 NW 103<sup>rd</sup> Avenue, Sunrise
- EDUCATION:** Graduation from an accredited high school or G.E.D. equivalency diploma.
- EXPERIENCE:**
- Two (2) years full-time (or equivalent) paid experience as a Secretary, **OR** two (2) years as a Clerk Typist II with the City of Sunrise.
  - Ability to type 40 correct words per minute.  
**TYPING TEST REQUIRED AT TIME OF APPLICATION**
  - Gas utility related experience desired.
- SPECIAL REQUIREMENT:**
- Must pass pre-employment and random drug testing as required and monitored by DOT C.F.R. Part 382.
  - Possession of a valid driver's license and a good driving record.
- CLOSING DATE:** Open until filled.
- HOW TO APPLY:** Please submit a completed City of Sunrise Employment Application and proof of education to the Personnel Dept.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

**EQUAL OPPORTUNITY EMPLOYER - M/F/D/V**